



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MENDOCINO  
CLASSIFICATION SPECIFICATION**



<b>CLASS TITLE</b>	<b>COURT REPORTER</b>
<b>CLASS CODE</b>	<b>033666</b>
<b>REPORTS TO:</b>	<b>ASSISTANT COURT ADMINISTRATOR</b>
<b>FLSA STATUS</b>	<b>N</b>

**JOB SCOPE AND DISTINGUISHING FEATURES:**

This is a specialized clerical series, and under general supervision performs difficult court reporting functions associated with the official record of all testimony and court activity, including: reporting all proceedings in court; preparing transcripts; labeling, filing and maintaining notes; and preparing backup disks for all notes, transcripts, etc. This work requires appropriate independent technical judgment and quality assurance as errors could affect outcomes of trial or appeal. Court Reporters in the Superior Court of Mendocino County may provide clerical support to the Bench Officers. The incumbent in this classification must have knowledge of courtroom procedures and protocol; laws, codes and regulations related to court reporting services; technical terminology; English grammar, spelling and punctuation; standard office methods and equipment. This classification may be dispatched to various courtrooms and/or other Court locations in Mendocino County. This classification does not have supervisory responsibilities.

Applies experience and specialized skills to the interpretation of information, documents, and verbatim transcription of proceedings. Completes a variety of highly detailed assignments.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Preparation of printed and/or magnetic media transcripts using computer aided transcription software: reviews and certifies printed transcriptions of court proceedings and Grand Jury sessions.

Requesting clarification of instructions, orders or other actions to properly note the official record.

Prioritizing requests for transcripts in order to meet legal deadlines

Preparing and reading back all or portions of the official court proceedings upon instruction from the judge.

Explaining terminology, procedures and regulation related to transcription, billing and collecting.

Keeping accurate records related to files, storage and billing; obtains supplies (other than Court Reporter note paper, ink, ribbons) and maintenance for own equipment.

Contacting law enforcement agencies, laboratories and others regarding spelling of names of personnel, slang, testing procedures, curriculum vitae, etc.

Maintaining current knowledge of State regulations related to court reporting.

Prepares and certifies transcripts pursuant to Court order.

Coordinates appeal transcripts.

Updates dictionary

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Labels, files and secures notes, transcripts, and other related documents and prepares backup disks of same.

Attends court sessions and Grand Jury sessions, reports all proceedings using a stenograph machine and prepares transcripts.

Provides read back of the record, as requested.

Provides clerical support to Bench Officers

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or terminal

Stenograph Machine

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Possess and maintain a certificate and be in good standing as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code Section 69942.

Equivalent to graduation from high school.

The ability to utilize Real time Reporting and two years of experience as a court reporter in a municipal or superior court jurisdiction is highly desired. Note: Real Time certification (CRR) may be required at a future date.

**Licenses and Certifications:**

**Possession of a valid California Drivers License or the ability to travel to other court locations as assigned.**

Certified Shorthand Reporter (CSR) License - State of California

Possession of a California Driver's License or the ability to travel from one court location to another as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Law, statutes, codes, rules and regulations that apply to the work.

Basic legal, medical and other technical terminology required in court proceedings.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer ~~ADT~~ and other general office equipment.

Interactive real time reporting procedures

**Skill in:**

Operating a steno machine.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

**Mental and Physical Abilities:**

Ability to sit, listen and concentrate for long period of time.

Ability to communicate with judges throughout court proceedings, seeking clarification of instructions, orders or other actions to properly note the official record

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective, professional working relationships with others.

Ability to work unsupervised.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands and wrists to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Record verbatim testimony in assigned proceedings including, but not limited to civil, criminal and juvenile actions.

Maintain confidentiality of sensitive information

Understand and follow complex oral and written instructions

Transcript accurately from machine shorthand and and computer aided (real time) recordings.

Establish and maintain effective working relations with those contacted in the course of work.

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**Working Conditions:**

Work is performed in an office and/or courtroom environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.